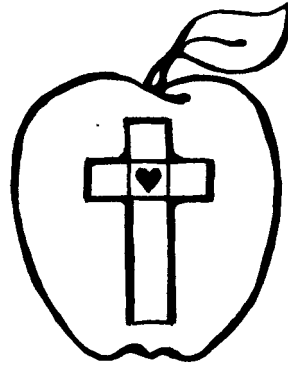


Trinity Lutheran Preschool



Family Handbook

(217) 438-6823

Trinity Lutheran Church
1201 West Jackson Street
Auburn, Illinois 62615

Some Facts About Us

Trinity Lutheran Preschool is a not-for-profit ministry of Trinity Lutheran Church.

Location	1201 W. Jackson Street Auburn, IL 62615
Phone	(217) 438-6823
Fax	(217) 438-9098
E-mail	tlp@mwii.net
Website	www.trinityauburn.org
Director/Teacher	Teresa Todt
Classroom Aide	Tracy Schmid

Preschool Purpose & Mission

Trinity Lutheran Preschool is an integral part of the mission and ministry of Trinity Lutheran Church. As a way of carrying out our mission, we will provide Preschool classes for three year-olds on Tuesday and Thursday mornings and Pre-Kindergarten classes for four year-olds on Monday, Wednesday and Friday morning (excluding holidays and Auburn school vacation days). Classes are held from 8:30-11:00 a.m. Trinity's Preschool is a Christ-centered, child-focused, secure, enriching and educational program.

Trinity Lutheran Preschool is designed to expand and enhance the developmentally appropriate achievement and growth of each child, as well as prepare him/her for Pre-Kindergarten & Kindergarten. Instructional activities and experiences challenge students to develop their God-given potential, while capitalizing on individual strengths. Children will find that learning is fun!

Instructional experiences include a balance of:

- Active and quiet experiences
- Large group, small group, and independent activities
- Free choice, learning centers, and teacher directed activities
- Indoor and outdoor play
- Fine/Gross motor skill activities

- Transition times
- Snack time
- Field trips and special classroom guests

Daily Schedule (Sample)/School Calendar

The schedule is designed to provide a framework of consistency while maintaining the flexibility necessary to address the specific needs of each child.

8:15-8:30	Arrival
8:15-8:45	Seatwork/Free Time/Learning Centers
8:45-9:00	Pledge/Calendar/Music
9:00-9:15	Phonics/Numbers/Circle Time
9:15-9:45	Monday/Tuesday - Bible* Wednesday/Thursday - Show & Tell & Computer Lab Thursday/Friday - Art/Science/Math
9:45-10:00	Snack
10:00-10:30	Learning Centers/Gym/Outside Play
10:30-10:45	Story Time
10:45-11:00	Sticker Chart, Awards, Birthday Recognition
11:00	Dismissal

*In addition to our Monday Bible time, religious education will be integrated into the daily program through music, story time, seat work and prayer.

Trinity Lutheran Preschool will follow Auburn School District's schedule to dismiss early/cancel school in case of inclement weather. If more than three snow days are used, end of year calendar may be adjusted. Parent will be provided with a Trinity Lutheran Preschool Calendar for your child's school year.

Tuition*

Monthly rate for the three year-old two day/week program is \$70. Monthly rate for the four year-old three day/week program is \$90. Payment is due the first school day of each month. (Parents will receive monthly statements.) Monthly rates will apply regardless of the child's attendance or the number of school days during the month. Timely payment of tuition is an important responsibility of the parent and crucial to the financial operation of Trinity Lutheran Preschool. A \$5.00 late fee per day per child

will be charged if the tuition deadline is not met. After one week of delinquent tuition, your child will not be allowed in preschool classes until all tuition and late fees are paid in full. After two weeks of delinquent tuition, your child's spot in the preschool may be filled with a child from the waiting list. A \$25 fee will be charged for any check that is returned by the bank for non-sufficient funds. After the second occurrence of a returned check, all tuition payments thereafter must be paid with cash or money order.

*Trinity Lutheran Church members receive a \$10/month discount on tuition. In addition, enrollment fee will be deducted from first month's tuition.

Registration Fee

The annual \$75 registration fee is non-refundable, reserves a place for your child in our preschool program and must be paid at the time of registration. If your child attends Trinity Lutheran Preschool, \$50 of the \$75 registration fee will be deducted from your first month's tuition.

Snacks

Parents will be asked to provide a week worth of snacks for the class in a rotation with other parents. The number of times you are assigned to provide snacks will be determined by the number of children in the class. Snacks can be pre-packaged or homemade. A list of snack ideas will be included with your snack schedule. Parents may provide special/homemade treats for child's birthday.

Field Trips

In order to enhance learning an occasional field trip off the premises may be taken. A small fee may apply and will be added to monthly tuition statement. We will use the Trinity Lutheran Church van for field trips; however parents are always welcome to join us or transport your child. Parents may also help transport other children in your child's class. Permission forms will be required.

Admission Policy

Trinity Lutheran Preschool welcomes all children regardless of religious affiliation and admits children of any race, creed, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the preschool. To enroll in the 3 year-old two day/week program, child must be three years old by November 1 of the current school year. To enroll in the 4 year-old three day/week program, child must be four years old by September 1 of the current school year. Child must be potty-trained (no pull-ups).

In order to give each child the attention he/she requires and deserves, Trinity Lutheran Preschool will limit class size to 15 students. Enrolled students, Trinity Lutheran members and Trinity's G.R.O.W. in the Son Beyond-School Program will be given a two-week advance period in which to enroll/re-enroll for the following school year. After a two week period, enrollment will be open to the public.

Drop-off & Pick-up Times

You may drop off your child on a school day any time between 8:15 - 8:30 a.m. Child must be picked up by 11:15 a.m.

Guidance and Discipline Policy

Trinity Lutheran Preschool believes that every child is a precious gift of God and must be treated with dignity, care and respect. Our aim is to help children gain self-control and empower them to make good, appropriate and God-pleasing decisions regarding behavior. Children will be lovingly encouraged to follow the program schedule and participate in the group activities. The teacher will keep parents informed of their child's behavior and include them in the planning process if behavior problems should arise.

Every effort is made to provide children with the type of environment that leads to the development of inner control and positive self-discipline. We do not believe in negative forms of discipline, such as corporal punishment or belittling of children. We do believe in bringing about positive behavioral

changes through love, encouragement, praise, concern, and by providing a variety of activities to channel the interests of the children. It is our desire that children see the love of Christ in the teachers present.

Some behaviors are unacceptable, such as actions which injure others or self or the misuse of materials or property. If any of these behaviors occur, the teacher will discuss the inappropriate behavior with the child and talk about what is appropriate. If unaccepted behavior is repeated, the child will be directed to another activity or area. Repeated misbehavior will result in a time-out or loss of freedom. If inappropriate behavior continues and a solution cannot be found, possible dismissal will be discussed.

Communication between Preschool and Parent(s)

It is our intent to work in partnership with families who have the primary and the most critical role in the nurturing of their children. Therefore, we encourage participation at Preschool. Some opportunities include:

- *Classroom visits* - We welcome and encourage parents to visit our classroom. However, because this might be your child's first school experience and extended time away from you, he/she may experience separation anxiety. Your child's teacher will lovingly help your child through this transition and it might be necessary to limit classroom visits during the first month.
- *Field trips* - Field trips are another opportunity for you to be an active participant in your child's school year at Trinity.
- *Newsletters* - Monthly newsletters will be sent home with your child. This is an important link between the school and parents and will keep you informed of classroom events, special lessons, field trips and more.

Physical/Immunization Record

Each child will be required to submit a current physical/immunization record before being admitted into the program. Forms will be provided by the preschool, or we will accept a copy of a current physical from your Doctor's office.

Illness

Children need not be excluded from Preschool classes for a minor illness. However, please do not send your child to preschool with an illness which will prevent him/her from participating comfortably in activities. Your child should never come to preschool with a fever over 100 degrees Fahrenheit (oral), or when experiencing diarrhea or vomiting. If your child is ill, please do not allow him/her to return to preschool until fever-free and free of other symptoms for at least 24 hours. If your child arrives with or develops one or more of the above symptoms while in attendance, parents will be contacted so the child may be picked up immediately. If your child will not attend school because of illness or for any other reason, please let us know by calling the office and leaving a message (438-6823).

